CIG Roles and Responsibilities

CIG "A&I" Primary Functions

Manage CIG Hotline Program – FA 316

Report Senior Official Complaints

Conduct Military Reprisal (MRI) & Improper Mental Health Evaluation (IMHE) Complaint Analysis

Respond to Congressional Correspondence (CONGRINTS)

CIG Roles & Responsibilities

Assigned to perform IG functions for the Commanding General

“Eyes and Ears” of the CG

Staff relationship with the IGMC

Extension of the Defense, Navy and Marine Corps Hotline Programs

CIG Roles & Responsibilities

Responsible to the CG for administrative and operational purposes

Do not establish command policy

Should not perform functions that create a potential conflict with your duties as a CIG

Access to all documents and materials needed to discharge duties

Governing Doctrine

Independence: IG must be free in fact and appearance from all impairments to independence

Timeliness: IG investigations must be conducted and completed in a timely manner

Thoroughness: IG investigations must address all relevant issues clearly and concisely

Confidentiality: IG Act combined with discretion and common sense

Independence

Free from undue command influence and allowed to conduct an impartial investigation

Viewed as impartial by all parties

Open door to CG and Chief of Staff

Timeliness

Responsiveness enhances credibility of the IG process

Balance quality with timeliness

Lives and Careers are at stake

Thoroughness

All issues and allegations in the complaint must be addressed

Focus is imperative

Thoroughness and timeliness are not mutually exclusive

Confidentiality

Confidentiality is implied – Discretion is expected

The identity of the complainant and the witnesses must be protected

The privacy of the subject should be safeguarded

CIG and the IGMC AO

Each case tasked to a CIG has an IGMC Action Officer AO (the POC on tasking letter)

The IGMC AO is your resource for:

- guidance and assistance
- granting extensions
- oversight of the CIG product

CIG and the Complainant

Talk to the complainant before you decide on a course of action

Maintain the privacy of the complainant to the fullest extent possible

CIG and the Subject

Do NOT give the subject a copy of the complaint

Notify the subject that he or she is under investigation

Always afford the subject of an investigation the opportunity to testify

CIG and the SJA / CL

Consult with legal when deciding on a course of action – Assistance vs. Investigation

Consult with legal when formulating allegations

Legal Sufficiency Review is REQUIRED for Investigations and an attorney's concurrence is REQUIRED for Preliminary Inquiries

CIG and the IO

The CIG is the POC and resource for the IO

Before beginning investigation (CIG)

Meet with the IO
Provide all applicable instructions/guides
Provide the allegations
Who?
Did What?
In Violation of (law/ regulation/ policy)
When?

CIG and the IO

During the investigation (CIG explain to IO)

Be impartial, objective, and unbiased

Keep investigation focused on allegations in complaint

Protect confidentiality

After the investigation is completed (CIG)

Review and edit report – and all enclosures

Obtain a legal sufficiency review

Obtain endorsements

IGMC/CIG Roles and Responsibilities

QUESTIONS?